



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

UTILITY CREW SUPERVISOR # 42-08-881

Closed/Promotional

MONTHLY SALARY RANGE: \$ 6,440 - \$ 7,843 (Longevity Pay up to \$ 8,226)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Graduation from high school or possession of a GED; and
- Three (3) years of increasingly responsible experience in construction, maintenance, or operations with a public or private water or sewer utility organization
- Applicants must have permanent employment status with the City of Santa Clara.

Desirable Qualifications

- Depending on position assignment, qualifying experience may be required in one of the following specialty areas: water construction and maintenance, water meter testing and maintenance, or sewer system maintenance

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSES AND OTHER REQUIREMENTS:

- Applicants, at time of filing application, must possess:
 - A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services
 - A valid California Class C driver's license
- When assigned to the water construction and maintenance or sewer system maintenance specialties:
 - A valid California Class A or B Commercial driver's license is required at time of application and for the duration of employment
 - A valid Collection System Maintenance Certificate (Grade 2 or above) issued by the California Water Environment Association is required within twelve (12) months of appointment and for the duration of employment
- When assigned to the water meter testing and maintenance specialty, a valid Backflow Prevention Tester Certificate issued by the California-Nevada Section of the American Water Works Association or the Foundation for Cross Connection Control and Hydraulic Research is required within twelve (12) months of appointment and for the duration of employment
- May be required to work unusual hours in emergency situations and to be available on an "on-call" basis as assigned
- May be subject to drug and/or alcohol testing as mandated by federal regulations
- Must be able to perform all of the essential functions of the job assignment

DISTINGUISHING CHARACTERISTICS:

The Utility Crew Supervisor is a lead supervisory classification in the Water and Sewer Utility Department. An incumbent in this classification is responsible for performing the most difficult and responsible technical duties and supervising the work of an assigned crew in a specialty area such as water construction and maintenance, water meter testing and maintenance, and sewer system maintenance. The Utility Crew Supervisor is distinguished from the Assistant Water Superintendent in that the latter is responsible for overseeing a Program in the Water Construction, Maintenance, and Operations Division.

FINAL FILING DATE:

Incomplete application packets will not be accepted. A completed City application must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Tuesday, June 10, 2008.** FAX number is (408) 247-5627.

<u>EXAMINATION WEIGHT/DATE:</u>	Written Examination - 50%	Saturday, June 28, 2008 (tentative)
	Oral Examination - 50%	Week of July 7, 2008 (tentative)

May 27, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

42-08-881
RECRUITMENT NUMBER

UTILITY CREW SUPERVISOR #42-08-881 (continued)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: methods, materials, and equipment used in assigned water or sewer specialty area; principles and practices of effective supervision; principles and practices of safety pertaining to assigned area of responsibility; pertinent Federal, State, and local laws, codes, and ordinances

Ability to: perform heavy physical labor; walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties; effectively operate equipment and tools used in assigned specialty area; train, motivate, counsel, and evaluate subordinate staff; follow written and oral instructions; interpret and explain blueprints, plans, and specifications; communicate clearly, concisely, and effectively, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work in a team-based environment and achieve common goals; prepare and maintain accurate and precise written documents including records, forms, and correspondence; evaluate situations, identify problems, and exercise sound independent judgment within established guidelines

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Working with assigned crew, operates a variety of manual and power tools and equipment to perform skilled work in water construction and maintenance, water meter testing and maintenance, or sewer system maintenance to perform duties involving some or all of the following: water mains, sewer mains, electric conduit, service lines, wells, pump stations and their appurtenances, digging trenches, pushing pipe, tapping into water and sewer mains, backfilling trenches, temporary pavement replacement, concrete construction, computer access of SCADA, water meters, backflow prevention devices, and fire services; provides technical and functional supervision to assigned water and sewer utility personnel; trains subordinates and reviews work; provides input into employee matters such as performance evaluations and discipline; ensures the work crew's compliance with state and federal safety regulations and the proper care and use of tools and equipment; monitors supplies and equipment, ordering new materials as necessary; maintains accurate records and documentation related to construction, repairs and to assigned equipment and staff; may supervise and participate in the installation, repair, and maintenance of solar heating systems owned by the City, including electrical work in connection with solar installations and telemetry systems; and performs other related duties as assigned

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at

<http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050